



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO  
P.O. BOX 3990  
COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 6110.1N

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### NAVCRUITDISTOHIO INSTRUCTION 6110.1N

Subj: HEALTH AND FITNESS ENHANCEMENT PROGRAM

Ref: (a) SECNAVINST 6120.3  
(b) OPNAVINST 6110.1J  
(c) Command Fitness and Fitness Enhancement Program (FEP) Guide (2011)

Encl: (1) Weekly Fitness Enhancement Program (FEP) Log  
(2) Monthly Mock PFA Log

1. Purpose. To establish policy for administering the command's Health and Fitness Enhancement Program (FEP).

2. Cancellation. NAVCRUITDISTOHIOINST 6110.1M.

3. Background. References (a) through (c) establish the physical fitness requirements and standards for all military personnel and procedures for administering the Physical Fitness Program.

#### 4. Policy

a. Navy personnel are required to maintain their personal physical fitness by regular exercise and proper nutrition. All military personnel will be involved in a year-round physical readiness program consistent with the standards described in references (a) and (b). Specifically, Physical Training (PT) shall consist of two hours and 30 minutes (150 minutes) per week, i.e., 50 minutes three times per week or, for personnel not in the Fitness Enhancement Program (FEP), 75 minutes two times per week; plus personnel shall perform strength training exercises at least twice per week to work all major muscle groups.

b. Under the guidance of the Command Fitness Leader (CFL), the Assistant Command Fitness Leader (ACFL) will offer to assist each member within the division in creating a routine plan for Physical Training (PT). The ACFL will also provide guidance with regard to fitness and nutrition based on authorized

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resources including, but not limited to, Navyfitness.org. Failure to provide such assistance and guidance will be used to determine eligibility to retain the position of ACFL, but shall not be claimed by any member to be a reason or contributing factor in failing any part of the Physical Fitness Assessment (PFA). All members are ultimately responsible for their own health and fitness.

c. The Physical Fitness Assessment (PFA) will be administered in May for cycle 1 (1 January to 30 June) and October for cycle 2 (1 July to 30 December) of each calendar year. When administering the PFA, the CFL shall conduct the official Body Composition Assessment (BCA) for each member of the command who is over maximum weight for height, as well as the required circumference measurements used in the body fat calculation, with an officer present. Any BCA requiring measurements and a body fat calculation performed without the CFL present shall not be considered an official BCA nor shall it be entered into the Physical Readiness Information Management System (PRIMS). ACFLs may conduct a courtesy BCA as well as an official BCA for those who are at maximum weight for height or under. Any member requiring a body fat calculation who misses their scheduled BCA must contact the CFL to reschedule. The make-up BCA will be conducted at NRD Ohio Headquarters with the CFL.

d. Per reference (a), members who fail the Body Composition Assessment (BCA), or any portion of the Physical Readiness Test (PRT) are required to be on a supervised Fitness Enhancement Program (FEP) **until the member passes the next regularly scheduled command PFA and scores "good" or better in all PRT components.** FEP activities are to be conducted during normal working hours a minimum of three times per week for a total of 150 minutes, as per regular PT requirements and documented in enclosure (1). Additionally, members on FEP will be afforded the opportunity to participate in two extra sessions for a maximum of five times per week. Members on FEP will consult with their respective ACFL or the CFL to assist with their goals regarding diet and exercise. FEP personnel shall submit their weekly weight and exercise log to their ACFL. FEP personnel shall participate in a mock PFA (including BCA and PRT) once per month. The mock PFA shall be administered by the CFL and ACFL on a rotating bi-monthly basis and documented in enclosure (2). The CFL's mock PFAs shall be administered at NRD Ohio Headquarters. Per reference (c), members assigned to FEP due to BCA failure are not authorized to participate in a mock PRT, however they are still required to have a BCA done. The

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enclosure will be completed, signed and emailed to the CFL, via ACFL and Division Leading Chief Petty Officer (DLCPO) by the 5th day of each month.

e. Personnel assigned to FEP will ensure the CFL is informed of their PFA status at all times. FEP personnel must provide the proper documentation for medical conditions which may preclude or limit an individual's participation in mandatory PRT, and keep the CFL informed of any other military or personal responsibilities that may require them to be excused from a session (i.e. duty, funeral detail, TAD, leave).

## 5. Action

a. The CFL is responsible for the overall administration and management of the Health and Fitness Enhancement Program per references (a) and (b). The CFL shall maintain the Physical Readiness Information Management System (PRIMS) website, individual progress of personnel on FEP, and submit a monthly status report to the Commanding Officer via the Executive Officer and Command Master Chief.

b. Division ACFLs will assist in the overall administration of management of the Health and Fitness Enhancement Program per reference (a) within their respective divisions.

### c. All command military personnel shall:

(1) Be familiar with this instruction and responsible for meeting the prescribed standards indicated in references (a) and (b).

(2) Upon notification of an upcoming PFA, complete the Physical Activity Risk Factor Screening Questionnaire (PARFQ) by logging onto PRIMS website <<https://prims.bol.navy.mil>>. For any question(s) marked "YES" on the PARFQ, an SF600 must be completed by the member's Primary Care Manager (PCM). Any exemption must be clarified with a detailed description of limitations and a prognosis for when the limitations will be removed.

(3) Achieve and maintain a fitness level equal to or above the prescribed standards outlined in reference (b).

(4) Participate in scheduled PFAs unless recommended by their Primary Care Physician or a Medical Treatment Facility and excused by the Commanding Officer (including those on emergency

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leave, TAD, limited duty). **Waivers for all or any part of the PFA must be received by the CFL by the date set on PFA Notice.** If participation is not waived and/or excused by the Commanding Officer, any member refusing to participate in a scheduled PFA or make-up day will be considered a PFA failure and will be considered an Unauthorized Absence and subject to the Uniform Code of Military Justice (UCMJ).



ERIC A. SHAFER

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<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

# WEEKLY FITNESS ENHANCEMENT PROGRAM (FEP) LOG

DATE (FRIDAY):

NAME:

WEEKLY WEIGHT

LB

EXERCISE TYPE

C = CARDIO

W = WEIGHT LIFTING

X = COMBINATION

NOTE: CARDIO IS REQUIRED  
MINIMUM 3X PER WEEK.

MEMBER SHALL CHOOSE 3 OUT OF 5 DAYS (MON - FRI) AS REGULARLY SCHEDULED PT DAYS.

NOTE: FEP PERSONNEL ARE ALLOWED TO EXERCISE 5X PER WEEK DURING WORKING HOURS.

MINIMUM EXERCISE SESSION IS 50 MINUTES!

<b>MONDAY</b>	TYPE:	START TIME:	END TIME:
REGULARLY SCHEDULED PT DAY? YES/NO I COULD NOT EXERCISE/DO FULL SESSION. MY MAKE-UP DAY WILL BE:			
<b>TUESDAY</b>	TYPE:	START TIME:	END TIME:
REGULARLY SCHEDULED PT DAY? YES/NO I COULD NOT EXERCISE/DO FULL SESSION. MY MAKE-UP DAY WILL BE:			
<b>WEDNESDAY</b>	TYPE:	START TIME:	END TIME:
REGULARLY SCHEDULED PT DAY? YES/NO I COULD NOT EXERCISE/DO FULL SESSION. MY MAKE-UP DAY WILL BE:			
<b>THURSDAY</b>	TYPE:	START TIME:	END TIME:
REGULARLY SCHEDULED PT DAY? YES/NO I COULD NOT EXERCISE/DO FULL SESSION. MY MAKE-UP DAY WILL BE:			
<b>FRIDAY</b>	TYPE:	START TIME:	END TIME:
REGULARLY SCHEDULED PT DAY? YES/NO I COULD NOT EXERCISE/DO FULL SESSION. MY MAKE-UP DAY WILL BE:			

## IMPORTANT!

THIS LOG MUST BE SENT TO YOUR ACFL BY COB FRIDAY, DATED FOR FRIDAY OF THAT WEEK.

MEMBER MUST CONTACT ACFL AND DLCPO TO ADDRESS ANY PT SESSIONS THAT COULD NOT BE COMPLETED TO PROVIDE APPROPRIATE SOLUTION INCLUDING CHANGES TO PT SCHEDULE.

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**MONTHLY MOCK PFA LOG****DATE OF PFA:****NAME:****WEIGHT BY WEEK**

WEEK 1

LB

WEEK 2

LB

WEEK 3

LB

WEEK 4

LB

**MONTHLY BCA**

HEIGHT

IN

WEIGHT

LB

NECK

IN

AB (M)

IN

WAIST (F)

IN

HIP (F)

IN

**BCA RESULT****PASS/FAIL***NOTE: BCA IS REQUIRED. MEMBERS NOT WITHIN STANDARDS SHALL NOT PARTICIPATE IN PRT.***MONTHLY PRT (BCA PASS ONLY)****EVENT****SCORE**

CURL-UPS

PUSH-UPS

CARDIO

**CARDIO TYPE****PRT RESULT****PASS/FAIL**

MEMBER SIGN

DATE

ACFL SIGN

DATE

DIVO/DLCPO SIGN

DATE

Enclosure (2)